



Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	ASSISTANT SHOP MANAGER
Posting Number	PN #111056
Department	HOUSTON POLICE
Division	FLEET MANAGEMENT
Section	N/A
Reporting Location	61 RIESNER*
Workdays & Hours	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
	*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Responsible for West side, Southwest, Fondren Fleet with at least 90% availability. Train and guide new employees on the importance of their positions. Responsible for shop safety and clean working conditions for employees. Schedules employee days off. Responsible for equipment inventory and equipment that is in need of repair.

WORKING CONDITIONS
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MINIMUM EDUCATIONAL REQUIREMENTS
Requires an Associate's degree in Automotive Technology or certification/licensing in an automotive technology program of over eighteen months (i.e., NIASE). Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

MINIMUM EXPERIENCE REQUIREMENTS
Four years of experience in motor vehicle maintenance and repair are required. Technical automotive experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS
May require a valid Class A or B Commercial Driver's License (CDL).

PREFERENCES
None.

SELECTION/SKILLS TESTS REQUIRED
None.

SAFETY IMPACT POSITION X Yes No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 20
 \$1,151.00 - \$1,643.00 Biweekly \$29,926.00 - \$42,718.00 Annually

OPENING DATE June 14, 2006

CLOSING DATE June 20, 2006

APPLICATION PROCEDURES
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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